

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705-5354

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EMS Transmission 06/14/02  
Instruction Memorandum No. OF&A 2002-030  
Expires: 09/30/03

To: State Directors  
  
From: Director, Office of Fire and Aviation  
  
Subject: Policy on Fire Reporting

**Program Area:** Fire Management

**Purpose:** This Instruction Memorandum (IM) documents the policy of the Director of the Office of Fire and Aviation (OF&A) on the timely completion and accuracy of fire reports.

**Background:** The timely completion and accuracy of BLM fire reports is important to ensure correct reporting to the Management Information System (MIS) and the correct summarization of fire data for the Public Land Statistics and the Wildfire Statistics publications. It is the responsibility of the State Fire Management Officers to ensure the timely completion and accuracy of fire reports for their state. Management has determined that employees need to be reminded of this policy on a yearly basis.

**Policy/Action:** It is the policy of the Director of the OF&A that all BLM fire reports be entered at the Wildland Fire Management Information web-site at [www.nifc.blm.gov](http://www.nifc.blm.gov). Fire reports must be entered and completed no later than five (5) business days after the fire is declared out; except the fire reports for trespass fires. Trespass fire reports must be initially entered within five business days after the fire is declared out and completed as soon as the case is closed. Instructions for entering fire reports can be obtained at the Fire Reporting Home Page via the Instructions link. For help in resolving errors in order to complete the fire reports, contact User Support (see the Support link on each page at the Fire Reporting web-site).

**Time Frame:** This IM is effective upon receipt.

**Budget Impact:** The application of this policy will have a positive impact on the budget by decreasing the need for data calls and verification of figures from the National Office.

**Manual/Handbook Sections Affected:** No manual or handbook sections are affected.

**Coordination:** None.

**Contact:** If you have questions or concerns regarding this policy, please contact Wini Sorensen, Planning and Resources Manager, Office of Fire and Aviation at (208) 387-5154.

Signed by:  
Larry E. Hamilton  
Director, Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst., Office Services

Distribution:  
State FMOs  
John Gebhard  
Greg Jensen  
Anne Jeffery, MIB, Rm. 5627  
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